

## Application form for taking deferred leave due to childbirth/adoption

*To be completed by PhD students not employed at Aarhus University*

### 1. Identification information

Name	
CPR no.	
Place of employment	
Home address	
Private telephone no.	
Private email address	
Financing	

In connection with the birth of your child, you have been granted deferred leave for min. eight weeks and max. 13 weeks of the 32 weeks which can be taken at a later date as an unbroken period.

The graduate school must be informed no later than 16 weeks before the deferred leave is taken.

In addition, you had the possibility of *agreeing with the graduate school* to defer up to all 32 weeks for holding at a later date.

In both cases of deferred leave, the leave must be taken before your child's ninth birthday.

You are entitled to have your PhD degree programme extended by the length of the leave which lies within the enrolment period.

### 1. Deferred leave

Deferred leave in accordance with law	No. of weeks:
	Period of absence:
Deferred leave in accordance with agreement	No. of weeks:
	Period of absence:

### 2. Signatures

PhD student	
	Date                      Signature
Head of section at the department	
	Date                      Signature

## Guidelines

### Taking deferred leave due to childbirth/adoption

The form is used by parents to inform the graduate school about the taking of deferred leave and to apply for an extension of the PhD degree programme.

The graduate school must be informed no later than 16 weeks before the deferred leave is taken.

It is recommended that you read *Guidelines for staff at the University of Aarhus regarding extended and flexible parental leave, etc.* The link for the guidelines can be found on the graduate schools website (<http://phd.au.dk/gradschools/arts/rulesandregulations/rulesparentalleave/>).

*When making your choices in the form, you should be aware of the financial implications.*

If you have any questions, please contact the graduate school's administration (<http://talent.au.dk/phd/arts/contacts/>)

The completed form must be submitted to the department, which will forward it to the graduate school.